



# Vieux Carré Commission

334 Royal Street · 2<sup>nd</sup> Floor  
New Orleans, LA 70130

Telephone: (504) 658-1420 Fax: (504) 658-6742  
website/e-mail: <http://www.cityofno.com/Portals/Portal59/portal.aspx>



## SIGN APPLICATION

(Please Print)

ADDRESS OF PROPERTY \_\_\_\_\_

APPLICANT \_\_\_\_\_

NAME (AFFILIATION TO OWNER) DAYTIME TELEPHONE

ADDRESS

E-MAIL ADDRESS \_\_\_\_\_

BEEPER/CELL PHONE

OWNER OF PROPERTY \_\_\_\_\_

NAME DAYTIME TELEPHONE

ADDRESS

ARCHITECT \_\_\_\_\_

NAME DAYTIME TELEPHONE

ADDRESS

CONTRACTOR \_\_\_\_\_

NAME DAYTIME TELEPHONE

ADDRESS

ZIP CODE

### SUMMARY OF SIGN ORDINANCES

- The surface area of a sign shall not exceed thirty (30) sq. inches times the width of the business frontage in feet or 1,152 sq. inches whichever is smaller. Allowable sign dimensions/types differ for properties zoned VCE and VCE-1 and other considerations also apply.
- There shall be a maximum of one (1) sign per bona fide place of business. Two (2) signs are allowed for corner businesses with frontage on two (2) streets. "Bona Fide" is defined as those businesses with a current occupational License from the Department of Finance. The proposed business name and street address, where the sign will be displayed, must match what is on the Occupational License. **A copy of the license must be submitted with this application.**
- **Temporary banners are not considered "signs" and must be applied for separately using a separate form.**
- Illuminated signs require special considerations as to type of fixture light bulb and wattage. The bottom of any "permitted" business sign must be a minimum of nine (9) ft. above the sidewalk, street, alley, etc., and two (2) feet in from the curb. Signs shall not be attached to a balcony or gallery railing, canopy, shed, roof, door or window, or placed in any manner, whatsoever, so as to disfigure or conceal any architectural feature or detail.
- Internally illuminated signs are prohibited everywhere in the Vieux Carré.

### BUSINESS/SHOP FRONTAGE AND FIRST FLOOR HEIGHT, ON STREET, IN FEET

REQUIRED:FRONTAGE \_\_\_\_\_ FT. HEIGHT FT. \_\_\_\_\_

**SPECIFICATIONS:** A SKETCH OF THE SIGN, INCLUDING DIMENSIONS, MUST BE ATTACHED.

DIMENSIONS: WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_ THICKNESS \_\_\_\_\_  
SIGN MATERIAL \_\_\_\_\_ SINGLE OR DOUBLE \_\_\_\_\_ FACED(Check one)  
METHOD OF DISPLAY \_\_\_\_\_ HANG FROM \_\_\_\_\_  
\_\_\_\_\_ PAINT ON \_\_\_\_\_  
\_\_\_\_\_ ATTACH TO BUILDING(Location) \_\_\_\_\_

COLOR/LETTERS SIZES \_\_\_\_\_  
TYPE OF ILLUMINATION \_\_\_\_\_

IS THE PROPOSED WORK IN RESPONSE TO A VIEUX CARRE COMMISSION VIOLATION NOTICE? YES \_\_\_\_\_ NO \_\_\_\_\_

ESTIMATED COST OF PROPOSED WORK: \$ \_\_\_\_\_

**NOTE:** PROPOSED WORK MUST **NOT** BEGIN PRIOR TO THE ISSUANCE OF THE PERMIT REQUESTED. PERMITS ARE ISSUED IN PERSON AT THE VIEUX CARRE COMMISSION OFFICE. ALL **PERMITS EXPIRE SIX (6) MONTHS** FROM DATE OF ISSUANCE UNLESS OTHERWISE NOTED. . REMOVAL/DISTURBANCE OF EXISTING LEAD-BASED PAINTS/SUBSTANCES IS REGULATED BY THE DEPARTMENT OF SAFETY & PERMITS. LEAD-BASED PAINTS/SUBSTANCES ARE NOT PERMITTED FOR USE.

### Applicant's Declaration of Use

A change in use which also involves any exterior change requires a public hearing before the Vieux Carré Commission as per Section 8.1, Article 8 of the 1996 N.O. Comprehensive Zoning Ordinance.

Please fill in blanks below or this application will not be processed:

Address of Property: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

I CERTIFY THAT I HAVE THE AUTHORITY OF THE CURRENT PROPERTY OWNER(S) TO APPLY FOR THE WORK PROPOSED, AND ALL INFORMATION GIVEN IS TRUE AND CORRECT.

PRINT NAME

SIGNATURE

DATE

